

Objective

To provide guidance in understanding the working hours of employees within F2 and to provide guidelines in the determination of work hours, rest breaks and meal periods

Scope

This policy covers employees of F2 Logistics Philippines Inc. (organic and project-based).

Definition

Working hours means any period during which an employee is required to be on duty or to be at a prescribed workplace.

Working time includes:

- official business travel
- working lunches
- job related training
- time spent at work for "on-call" purposes

Process Owner

Human Resources Department

Prepared by:	Noted by:	Approved by:
Elenita T. Inot	Chabio T. Sison	Efren E. Uy
HR & Process Manager	SVP-Shared Services CFO/CRO	President & CEO

Policy

Work Schedule

1. The normal workweek for nonexempt full-time employees shall be forty-eight (48) hours per week: Monday to Friday – 9am to 6pm; Saturday - 9am to 2pm.
 - a. except for those employees where work schedule needs to be aligned with the needs of the department, e.g. operations
 - b. Flexible time shall be allowed the four (4) hour work schedule on Saturdays depending on the needs of the department
2. An employee shall be required to report for each and every scheduled working day or shift, to report on time and to complete all scheduled hours.
3. Any employee belonging to team member level shall be required to record their time through F2's Biometric System.
4. A grace period of ten (10) minutes after the work schedule shall be given to employees without deduction in pay.
5. Any employee belonging to team member level who reports to work after the defined grace period shall be considered Tardy or Late and will be subjected to disciplinary action.
6. An employee scheduled to work is expected to remain on the job until completion of the last hour of the scheduled work day or shift.

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7. In case the employee cannot report for work, he shall be required to properly notify his Immediate leader:
 - a. Vacation Leave (VL) - at least three (3) days from the date of actual leave
 - b. Sick Leave (SL) - at least 1 hour from the scheduled working time
 - c. Planned Sick Leave - at least three (3) days from the date of actual leave (scheduled check-up, confinement etc.)
 - d. Emergency Leave (EL) - leader should be informed immediately.
8. The immediate leader shall be responsible for maintaining work schedules, authorizing leaves and documenting all absences.
9. Authorized leaves shall be in accordance with benefits policies.
10. An employee shall not receive pay for unauthorized absences and may be subject to disciplinary action.
11. An employee who is absent from work without proper notice for three (3) consecutive working days may be considered to have abandoned the job and may be terminated from employment.

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Meal Periods & Rest Breaks

1. Meal period shall not be more than sixty (60) minutes or one (1) hour.
2. An employee scheduled to work eight (8) hours a day shall be permitted the meal period not sooner than the third hour and not later than the fifth hour of work.
3. The meal period is not counted as hours worked.
4. An employee shall be permitted of at least fifteen (15) minutes Rest Period. This shall be considered as working hours.
5. Rest periods shall be arranged in a manner that does not disrupt the operation of the department.
6. An employee scheduled to work at least 8 hours a day shall be permitted two (2) fifteen (15) minutes rest periods on top of the one (1) hour meal break.
7. The rest period should be taken during the working period and not at the beginning or end of it.

Rest Days

1. An employee shall be entitled to have a rest period of not less than 24 hours after six (6) consecutive normal working days.
2. Schedule of rest day shall be aligned with the needs of the department as not to disrupt the business operations.

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 F2 LOGISTICS LET'S MOVE. NOW.	Working Hours		
	Effective Date: May 01, 2012	Policy No. 1	Revision No. 0

Undertime

1. If an employee failed to report for work two (2) hours prior the work schedule, or left two(2) hours prior the required leaving time, this shall be considered as UNDERTIME.
 - a. this shall not be considered as hours worked, employee shall have the option to file it as Leave.
2. Undertime work on any particular day shall not be offset by overtime work on any day.
3. All employee shall be required to notify his immediate leader for undertime.

Overtime

1. Working hours rendered beyond eight (8) hours a day shall be considered as Overtime.
2. An employee shall be required to perform overtime work when necessary.
3. Overtime shall only be allowed if approved by the authorized parties.
4. Overtime pay shall only be applicable to team member level:
 - a. the employee shall be paid for the overtime work on a regular day, an additional compensation equivalent to his regular wage plus at least twenty-five percent (25%) of his regular pay.

Regular day = regular pay + 25% of regular pay

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5. If overtime work falls on a holiday or rest day, an additional compensation equivalent to the rate of the first eight (8) hours on a holiday or rest day plus at least thirty percent (30%).

Night Differential

1. An employee is entitled to night differential pay when working hours is rendered between 10pm to 6am.
2. This shall only be applicable to employees belonging to team member level.
3. Every employee shall be paid not less than 10% of his regular pay of each hour.

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Responsibility

The employee is responsible for:

- Reading and understanding this policy on Working Hours
- Complying with this policy on Working Hours
- Religiously recording time in and out in F2's Biometric System.
- Coordinating failure to report for work with immediate leader

The immediate leader is responsible for:

- Reading and understanding this policy on Working Hours
- Maintaining work schedules, authorizing leaves and documenting all absences
- Monitoring attendance and punctuality

The Human Resources Department is responsible for:

- Cascading Working Hours policy to respective SBU

Distribution

Officers, Team Leaders, Unit Leaders, HR Partners

Ownership

The Human Resources Department is responsible in ensuring that this document is necessary and it reflects actual practice.

The Human Resources Department is also responsible revising this policy when appropriate.

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